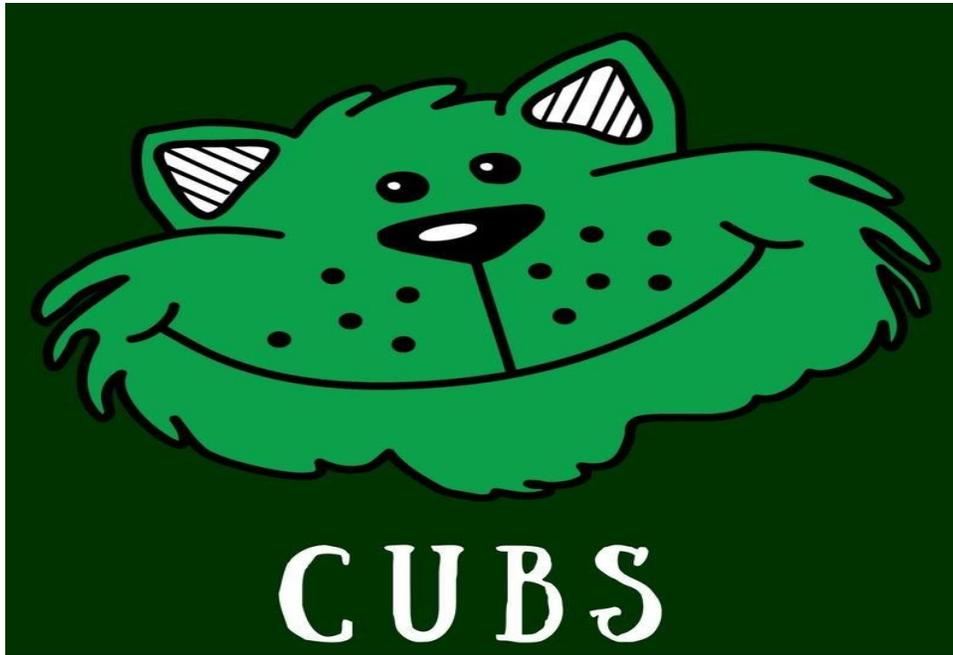


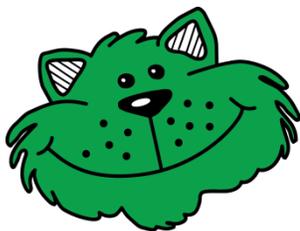
Central Trail Elementary
Parent-Student Handbook
2017-18



Mrs. Amanda Ogren, Principal
Mrs. Anne White, Secretary
Mrs. Mindy Berry, Attendance

School Office: 419-824-8610
Fax: 419-824-8606

www.sylvaniaschools.org



**Central Trail
Elementary School
4321 Mitchaw Road
Sylvania, Ohio 43560
Phone:
419-824-8610
Fax: 419-824-8606**

Dear Central Trail Families,

Welcome to Central Trail Elementary, home of the Cubs! I am excited and honored to begin my first year as Central Trail's principal. For the past nine years I have served Sylvania School District families both as an Assistant Principal and Principal. Prior to this, I worked for many years as an Intervention Specialist for students with special needs and their families. My husband and I live in Sylvania and have two children; one who currently attends Sylvania Schools and one who will join her sister all too soon. Through my experiences as a Sylvania parent, administrator, and educator, I have developed a deep respect; gratitude and admiration for the talented educators in this district, and, as a result, have a strong desire to serve this community. I considering working with you and your children an honor and I look forward to being your partner in your child's success.

The Central Trail staff is known for being energetic and passionate about education. The Central Trail building is known for being a high achieving school. Central Trail Trial parents are known for being actively involved in the education of their children and for being supportive of our teaching and support staff. I look forward to building positive relationships with all Central Trail students, families, and educators.

The elementary school years are the most exciting and enjoyable for students and parents. These years represent a change from small children to young adults. We have learned that cooperation and communication between the home and school can maximize a child's academic and social-emotional success in school.

The purpose of this handbook is to make you aware of the policies and procedures of Central Trail Elementary School and to better enable you to be an active participant in your son or daughter's school program. We encourage you to visit the school, attend meetings and conferences with your child's teachers, and to volunteer!

In taking the time to read through and adhere to the guidelines in our handbook, we can accomplish the following goals:

1. **C**hallenge our students to make significant academic growth through data based decision making
2. **U**nite parents, students, and staff to ensure student success
3. **B**uild positive communication and relationships among students, families and staff
4. **S**mile as we go through the school year

We appreciate your interest in our efforts to work with your son/daughter and we will work diligently to earn your continued support. Please do not hesitate to ask questions, make suggestions, or share your concerns. Let's make it a great year!

Sincerely,
Amanda Ogren
Central Trail Elementary Principal

2017-2018 Sylvania Schools District Calendar

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District Academic Dates

- Aug. 10, 11 New Teacher Orientation
- Aug. 14 In-service Teacher PD (AM) / Teacher Work Day (PM)
- Aug. 15 In-service Teacher PD (AM) / Teacher Work Day (PM)
- Aug. 16 First Day Grades 1-6 & 9 (Kindergarten Conf.)
- Aug. 17 First Day Grades 7-8 & 10-12 (Kindergarten Conf.)
- Aug. 18, 21, 22 Kindergarten Preview Days
- Sept. 4 Labor Day
- Oct. 12 End of 1st Quarter K-5
- Oct. 13 End of 1st Quarter 6-12/ K-5 Records Day
- Oct. 16 In-service Teacher PD/OAPSE Day
- Oct. 26, 27 P/T Conferences K-5
- Oct. 27 P/T Conferences 6-8
- Nov. 22, 23, 24 Thanksgiving Break
- Dec. 19, 20, 21 1st Semester Exams
- Dec. 21 End of 2nd Quarter/ Last Day of Classes 6-12
- Dec. 22 End of 2nd Quarter K-5/ 6-12 Records Day
- Dec. 25-Jan 5 Winter Break
- Jan. 8 Classes Resume
- Jan. 15 MLK Day
- Feb. 2 P/T Conferences 6-8
- Feb. 16 In-service Teacher PD
- Feb. 19 President's Day
- Mar. 9 End of 3rd Quarter
- Mar. 26-Apr. 2 Spring Break
- Apr. 3 Classes Resume
- May 24, 25, 29 2nd Semester Exams
- May 28 Memorial Day
- May 29 End of 4th Quarter/ Last Day for Students
- May 30 Teacher Work Day
- June 3 Commencement
- Late Starts: 9/21; 12/5; 3/7; 5/15

General Information

Arrival and Dismissal Schedule

8:50 Bell: All students enter the building and head to their classrooms. Students may not enter the building before 8:50 am.

9:05 Bell: All students need to be in the classroom ready to begin the day.

3:30 – 3:35: Students are dismissed as busses arrive.

Recess and Lunch Schedule 2016-2017

Grade	Recess Begins	Lunch Begins	Lunch Ends
Kindergarten	11:10	11:30	11:55
1st Grade	11:40	12:00	12:25
2nd Grade	11:50	12:10	12:35
4th Grade	12:15	12:40	1:00
3rd Grade	12:20	12:45	1:05
5th Grade	12:45	1:05	1:30

Drop Off/Pick Up Car Lane

For the safety of students and adults in our parking lot, please follow these simple guidelines when pickup and dropping off your children. Children who get picked up after school will be asked to walk as far down the sidewalk as possible (toward Sylvania Avenue).

1. Pull as far as possible past the crosswalk before allowing your children to exit or enter your car.
2. Keep the crosswalk clear. Children and adults use this lane to cross from the parking lot to the building.
3. Please have your children exit the car on the passenger side of the car.
4. If you need to get out of your car, park in the parking lot and walk your child to/from your car. Children will not be allowed to use the crosswalk without being accompanied by an adult.

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Academic Support and Enrichment

Knowing that not all children learn in the same way, support services are available as deemed needed. Reading interventions are available as well as special education services. These services are provided during the school day.

Adult- in-Charge

There is always an adult in charge of supervision. It may be a teacher, librarian, bus driver, cafeteria worker or playground supervisor. These adults are trained to provide supervision and help keep students safe.

After School (Student)

Any student staying after school should have the permission of his/her parents and an adult in charge. Arrangements for transportation should be made prior to that day. No child will be kept after school by a teacher or principal unless the parent of the child is notified prior to the day.

After school classes are periodically offered through the Central Trail Parents' Club. Additionally, some Girl Scouts or Boy Scouts meet at Central Trail after school with parent permission.

Art Gallery

Central Trail Elementary has an Art Gallery of works created by our students, throughout the building. Our Gallery continues to grow each year.

Attendance – Absences and Tardiness

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. PARENTS MUST WRITE AND SEND IN AN EXCUSE FOR STUDENTS WHO ARE ABSENT OR TARDY FROM SCHOOL. PARENTS ALSO NEED TO PROVIDE A WRITTEN NOTE WHEN A STUDENT NEEDS TO BE EXCUSED EARLY FOR MEDICAL OR DENTAL APPOINTMENTS.

Excusable Reasons for Absence

The District accepts only the following reasonable excuses for time missed at school. Each absence shall be explained in writing and signed by the student's parents. The excuse shall be submitted to the building principal/designee and filed as part of the student's school record.

A written excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- A. Personal Illness – The principal/designee may require a doctor's confirmation if s/he deems it advisable.
- B. Illness in the Family – The absence under this condition shall not apply to children under fourteen (14) years of age.
- C. Quarantine of the House – This is limited to the length of the quarantine as fixed by the proper health officials.
- D. Death in the Family – The absence arising from this circumstance is limited to three (3) days unless a reasonable cause may be shown by the applicant child, parent/guardian for a longer absence.
- E. Necessary Work at Home Due to Absence or Incapacity of Parents/Guardian – Any absence arising because of this condition shall not extend for a period longer than that for which the parents were absent from the home or incapacitated, nor to any student younger than fourteen (14).
- F. Observation or Celebration of a Religious Holiday – Any student shall be excused for the purpose of observing or celebrating a bona fide religious holiday consistent with his/her creed or belief.
- G. Emergency or Set of Circumstances – The building principal shall serve as the Superintendent's designee in the determination of such emergency or set of circumstances.

Absence During the School Day for Professional Appointments:

Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

1. The student shall have a statement to that effect from his/her parents.
2. The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. upon return to the school.
3. The student shall report back to school immediately after his/her appointment if school is still in session.

Excessive Absence Guidelines

(Not included in this count are days for which a medical excuse has been provided or a PCA has been approved.)

1. A student who misses ten days of school in the current school year will have a letter sent informing parents that future absences will require a doctor's verification to be excused, telling them that a hearing will be required if the child reaches 15 days of absences, and including a copy of state law relative to attendance etc.
2. A student reaching 15 days of absence will have their name forwarded to Student Services. Student Services will set up a hearing with the parents, the school principal/designee and the director of Student Services.

PCA (Personal Convenience Absence) or Student Vacations During the School Year

Uninterrupted attendance in school is essential for student success. It is therefore expected that absences from class should occur only in unavoidable circumstances. Absence from school for student and/or parent personal convenience is not provided for under school attendance laws of the State of Ohio. Therefore, such absences will be considered unexcused. Personal convenience absences are available to parents for students participating in special trips or family activities. The absence is unexcused and must be taken in compliance with the following provisions:

- A. The PCA will be considered unexcused.
- B. The PCA forms will be issued only to parents/guardians by the student's principal or his/her designee.
- C. The PCA forms must be completed and on file before the date(s) of the absence.
- D. The PCA forms will **not** be issued for absences during district wide testing, including exams, as well as the first two and the last two weeks of school.
- E. The PCA absences are applicable only to trips on which students accompany their parents or designated chaperone.
- F. Students/parents are responsible to inform each teacher of the dates of the PCA.
- G. Students will be permitted to make up graded assignments, classroom tests, and examinations that are recorded or calculated as part of the student's grade.
- H. Students/parents are responsible to make arrangements to make up tests by the second day the student returns.
- I. Failure to abide by the above procedures and other administrative guidelines will result in denial of make up privileges.
- J. Sylvania Schools assumes no responsibility for a drop in grades.
- K. Teachers are not required to prepare assignments in advance for students who are anticipating days of absence.
- L. Teachers are not required to examine or correct assignments missed during a PCA that are not recorded or calculated as part of the student's grade.
- M. Teachers are not required to grade, examine, correct, or replicate any missed activity, written work, or class experience the completion of which is predicated upon a student's attendance of in-class participation (e.g. lab, play, etc.)

Truancy and Habitual

A student shall be considered truant each day s/he is absent without written excuse from his/her assigned location.

Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter for which administrative action will be taken as follows:

1. No credit will be recorded for work missed as result of truancy.

2. A record of the truancy will be entered in the student's attendance record file.
3. Parent contact will be made and a parent conference may be held.
4. The promotion of a student to the next grade level will be prohibited if the student has been truant for more than ten percent (10%) of the required attendance days of the current school year and has failed two (2) or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

Auxiliary Student Services

Many additional professionals join with teachers to work for the betterment of all Central Trail Elementary students. Student services professionals available include counselors, psychologist, special education teacher, intervention specialists, speech/hearing specialist, occupational therapist, physical therapist, English as a second language teacher, and a school nurse.

Behavior

The Sylvania City School District Board of Education is committed to providing a safe, positive, productive and nurturing educational environment for all its students. They have developed policy as prescribed in R.C. 3313.666.

- Prohibited Conduct – Harassment, intimidation or bullying toward another student on school property or at school-sponsored events, whether by other students, staff or third parties, is strictly prohibited and will not be tolerated.
- Definition – Harassment, intimidation or bullying toward a student means any intentional written, verbal, graphic or physical act that a student or group of students exhibits toward another particular student more than once, which behavior both causes mental or physical harm to the other student, and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other child.

Expectation

Everyone who enters the doors at Central Trail are expected to be safe and kind in what they say and do. This is true for both students and adults.

Management

All students are expected to be safe and kind in what they say and do. Classroom guidance is provided to assist students in learning life skills to meet this expectation.

- Peer Mediation – Students trained as guides in the conflict resolution process known as peer mediators assist their peers in resolving conflicts. A conflict is a disagreement with words. When two students in Grades 3,4 or 5 have a conflict, they may use Peer Mediation to resolve the conflict. In mediation, students use the skills they learn in classroom guidance: self-calming, empathy, communications and problem-solving skills. The Peer Mediation Program is coordinated and supervised by the School Counselors.
- Physical Acts of Aggression – Physical acts of aggression are referred to and addressed by the principal.
- Bullying – Bullying is an intentional act, and imbalance of power and is repeated over time. Bullying is not allowed at Central Trail.

Target – If a child feels that he/she is being bullied, he/she is to tell the Adult-in-Charge immediately. If the child feels safe, he/she should tell the other student to "Stop."

By-stander – If a child witnesses bullying, he/she should tell the Adult-in-Charge immediately. If the by-stander feels safe, he/she should tell the bully to "Stop."

Bully – If a child bullies, they are to stop it as it is not allowed at Central Trail. A school counselor will assist students in strategies to stop this unacceptable behavior.

Birthday Book Club

Your child can select a book from the school office.

Book Club

This is an optional program where students can participate with other students in their Grade Level to read and discuss books. The books are purchased by the parent when the student signs up for the program. This program takes place during lunch in the winter and is facilitated by parents. Information regarding this program will be sent home.

Bus Transportation and Safety

Department of Transportation – 419-824-8686

(See Weather Delays also)

Bus Safety

Rules of conduct for student bus passengers are basic and are necessary for safe operation. Students are asked to be on time to their bus stops. Students should wait in the designated safety position until the bus comes to a full stop before approaching the bus. If the bus is on the opposite side of the road, wait until a signal from the driver is given indicating that it is safe to cross.

Once on the bus, the student should always remain seated while the bus is in motion. The bus driver has the authority, granted by the Ohio Legislature, to require student riders to sit in assigned seats, appoint school bus stewards, or use any of the classroom techniques to maintain order and discipline on the bus.

Follow these rules:

1. Observe same conduct as in the classroom.
2. Be courteous; use no profane or obscene language.
3. Do not eat or drink on the bus.
4. Leave the bus clean; no littering.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive or tamper with the emergency equipment.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. Be quiet at railroad crossings.

Referrals for misconduct on the bus will be directed to the principal by the driver. These referrals will be handled in the following manner:

First Referral – Principal, student conference, signed referral by parents and student.

Second Referral – Five to ten days suspension from riding the school bus. Principal, student, parent conference is desired.

Third Referral – Suspension from the bus for remainder of current semester, minimum 30 days.

If any of the above offenses are deemed serious enough by the school officials, many of the preceding steps need not be followed. The result of this action could result in the permanent loss of bus privileges.

Missing the Bus

If students miss their bus or board the wrong bus, please follow these instructions:

1. If your child misses the bus, we will immediately contact you by phone.
2. If your child does not arrive home at the correct time, please contact the school at 419-824-8610, extension 2100 or the Transportation Department at 419-824-8686.

Riding a Different Bus

Any student wishing to ride a different bus to and/or from school must bring a note to the school office stating such a need. This note must include the student's name, the number of the bus the student wishes to ride, reason, and parent signature. After turning this note in to the office, the student will receive another note from the office which must be given to the bus driver of the bus the student wishes to ride.

Cafeteria

Monthly menus are available online @ www.sylvaniaschools.org Hot lunches are available for all elementary students. Students who carry lunches from home may purchase milk. Prices will be announced at the beginning of the school year. Students may purchase lunches or milk on a weekly or monthly basis. Checks should be made payable to Central Trail Elementary School.

Recess and Lunch Schedule:

Kindergarten – 11:10 to 11:55	Fourth Grade – 12:20 to 1:05
First Grade – 11:40 to 12:25	Third Grade – 12:15 to 1:00
Second Grade – 11:50 to 12:35	Fifth Grade – 12:45 to 1:30

Students are expected to exhibit good manners and self-discipline while in the cafeteria. Failure to cooperate will result in a specific seat assignment or the loss of lunch room privileges for a period of time.

Care of the Facility

Who owns Central Trail Elementary School? You do! Parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. We expect all students and groups using our facilities to respect, care for, and maintain the building and property. Parents are responsible for payment when a child causes damage.

Cell Phones & Electronic Devices

A student bringing cell phones and any other electronic devices to school is not encouraged. A telephone is available in the office and in every classroom. If a student brings an electronic device to school, it should be turned off, kept in the student's book bag and used only for emergencies. The school is not responsible for the loss any electronic devices or cell phones.

Central Trail Parents' Club

The Central Trail Elementary Parents' Club, along with the staff and faculty, promotes and enriches the educational opportunities for students. All parents and legal guardians of children attending Central Trail are automatically Club members. The Parents' Club meets each month throughout the school year. A monthly newsletter is published to keep our members informed about current Parents' Club officers, committee chairpersons, timely activities, and volunteer opportunities.

Please fill out the Volunteer Request Form at the beginning of the school year and return it to school. It is through our involvement at Central Trail that we help make our children's school experience the best it can be.

Communication

You will receive the *Cub Update newsletter* at the end of each week from the principal.

Teachers will send home weekly (primary) or monthly newsletters to share each classroom's events and expectations.

District and school information can be found on www.sylvaniaschools.org

Community Partners

Central Trail Elementary enjoys a rich history of community support. Our community partners show their support in many ways by providing direct learning opportunities, service opportunities and educational materials.

Computers

The faculty recognizes the importance of students working with computers. Both computer assisted instruction and work processing skills are used within the defined courses of study.

Counselors

Our school counselors are educators who work with students and their families on an as-needed basis. They can help students deal with any issues or concerns that would impact their emotional or academic well-being. Additionally, they lead classroom lessons, train peer mediators and oversee the peer mediation program.

Discipline Code

Good discipline is not only important in establishing and maintaining a positive learning environment, but also is a vital aspect of your child's social maturity development. All students are expected to cooperate with the teachers in developing good discipline. Teachers will work with each child in the area of social development and will report to you regarding your child's progress in this area. If necessary, the principal may be asked to assist with a particular problem. It is at this time when it may be advisable to ask you, as parents, to come to the school for a conference. Jointly, we can strive to develop a plan to bring about a positive change in the child's behavior.

Responsibility Contract – You will receive a contract (containing the rules below) for parents and students to sign. Please discuss these rules with your child and then both you and your child sign your names to the contract. We find it helps the students if they are aware of the rules they are to follow. The signed contracts must be returned by the end of the first week of school.

Responsibility Contract for Students of Central Trail Trail Elementary School

Act in a Safe and Healthy Way

- Do not leave school grounds during school hours
- Mitchaw Road and the parking lots are off limits
- Walk (do not run) in the building
- No tackling games
- Do not jump off (frontward or backward) playground equipment
- Do not throw snow or anything that could hurt someone
- Follow positive classroom behaviors on the bus

Treat All Property with Respect

- Take care of textbooks, library books, school furniture, bathrooms, and computers
- Take care of your property
- Borrow the property of others only with their permission
- Do not bully (*see definition of bullying under the heading of Behavior on page*)

Respect the Rights and Needs of Others

- Work without disrupting others
- Show courtesy toward students and adults
- Use appropriate language
- Never hit, kick, spit, or bite another child or adult
- Do not bully or harass or call another student names

Take Responsibility for Learning

- Work hard
- Do your best
- Come to school prepared to learn
- Be a good listener
- Turn in all assignments
- Do your homework
- Keep track of your materials
- Set a good example
- Strive for excellence

Referral/Detention Process

For students who are demonstrating unacceptable behavior, the teacher and/or principal has three options:

1. Referrals (1st - 5th) – Write a referral for a specific behavior, which is then sent home for the parent/guardian to sign. NO detention is given. This gives the student the opportunity to correct the behavior.
2. Detentions (Kdg. – 5th) – A copy of the detention notice will be sent home with the student indicating the detention and when it will be served. In most cases the detention should be served before or after school on the next school day. The student will serve the detention with the teacher or principal who assigned the detention.
3. Suspension/Expulsion – Such actions may be taken by the principal in response to violations of the Sylvania district-wide student discipline code (5130) to ensure the maintenance of effective school conditions and good school order. This code is available for your information in the school office.

Dress Code

The appearance of any child is primarily the responsibility of the child and parents. Students are expected to maintain the type of appearance that is conducive to a good school atmosphere and is not inappropriate or distracting to teachers or other students. When a student's appearance is considered improper, he or she will be sent home or detained in the school office until an appropriate outfit is brought to school. Sleeveless, but not spaghetti strapped or low cut shirts are allowed. Appropriate shorts can be worn, but weather should be checked as our building remains cold in the early spring and late fall. Students may not wear hats or scarf-like hats in the building. No inline skates in shoes, short tops or inappropriately short skirts or shorts are allowed.

Electronic Monitoring

Students, parents and visitors should be aware that the school premises are under video surveillance. Contact the main office for more information.

Emergency Form

Each student must have a Sylvania Emergency Form filed in the school office. These forms are to be completed when sent home at the beginning of school and promptly returned to the school. If there are any changes in your family status during the school year, i.e., place of employment, telephone numbers, doctors, etc., please notify us so we can keep this information up to date. If you have an unlisted telephone number, please indicate this on the form. Information will be kept confidential.

Emergency Drills

Fire and/or tornado drills are held monthly throughout the school year to familiarize the students with the procedures to follow in case of an emergency. We also run lock-down and emergency evacuation drills as a part of our Safety Plan throughout the year.

Extended Time Program

A before and after school daycare program is available at Central Trail. It is managed by Sylvania Community Services (SCS). For more information, call SCS at 419-885-4126.

Extra-Curricular Activities

Choir (Grades 3, 4, 5) and Morning Running Club (All Grades) are activities that are offered at various times throughout the school year. Additionally, sports are offered by the Sylvania Recreation Department. Both Boys and Girls Scouts are offered.

Field Day

Field Day is one of the many great traditions at Central Trail Elementary. It is held on the last day of school. Students are assigned to a 'Color Team' with all grade levels in each color team. They participate in various field day games. This day culminates in a school-wide gathering of recognition and celebration. Field Day is supervised by all teachers under the leadership of the Physical Education teacher.

Field Trip Forms

A field trip form must be signed by a student's parent or guardian for each specific field trip taken.

Immunizations

Immunizations – The Ohio Department of Health Requires students to have immunizations for polio, diphtheria, tetanus, pertussis (whooping cough), Hepatitis B, measles, mumps, rubella and Varicella (Chicken pox). No students will be permitted to remain in school for more than fourteen days without written evidence of immunizations. Shots for Tots is a local consortium that offers immunizations for a reasonable cost. Their telephone number is 419-213-4121. You may also contact the Ohio Department of Health Immunization Program at (800)-282-0546.

Forms for your physician to fill out are available in our school office. Your physician's office can fax these forms back to us at 419-824-8606.

Late Arrival and Early Dismissal

Sylvania City School District's Bylaws & Policy # 5230 states, "no child shall be released to anyone whose signature authorizing such custody is not on file in the school building." Students will not be released to anyone not authorized by the parent and on file in the school office.

Library/Resource Center

Central Trail School is fortunate to have a fine library and resource center. We encourage each child to use the facilities; however, we expect students to respect the materials and use them carefully. Each child is issued a number that will be scanned each time a book is checked out. Parents are responsible for the cost of lost books.

Lockers

Students are assigned lockers. This is a place to keep coats, backpacks, outerwear and lunches during the school day. Students are expected to keep lockers clean, organized and closed. Students should not put stickers on the inside or outside of lockers as they are extremely difficult to remove and damage the paint.

Lost and Found

A “Lost and Found” box is located across from the cafeteria in the hallway. Small lost items such as jewelry and glasses are kept in the office.

Parents can help reduce lost articles, especially clothing and boots, by labeling them with the child’s name. Parents should check the “Lost and Found” box from time to time.

Mascot

The mascot of Central Trail Elementary is the “Cub”. The definition of a cub in the dictionary describes a young learner. Our goal is to nurture our learners as they grow. Therefore, the “Cub” is the most appropriate mascot. Our Cubs will grow and become Timberwolves and Cougars as they move on to Timberstone and Southview.

Medication at School

The Sylvania Board of Education requires a written prescription from the child’s physician accompanied by a written authorization of the parent/guardian be kept on file in the school office. Only medication in its original container, labeled with the student’s name and exact dosage will be administered. Students who require administration of an emergency medication may have such medication stored in the school office.

Mission Statements

Sylvania Schools: We educate students to make a difference.

Central Trail Elementary: We are Central Trail...Together, we show...

C ompassion
E xcellence
N urturing
T eamwork
R esponsibility & Respect
A chievement
L iteracy for all

Open House

Open House is an evening for parents and students and is held two nights before the first day of school. Students are encouraged to bring their school supplies on this evening.

Personal Property

Electronic devices, cameras, expensive watches, large sums of money, electronic games, and other valuables should not be brought to school. We cannot be responsible for losses; therefore, we encourage students not to bring these items.

Progress Reports

Progress reports are sent home quarterly. Please return the signed envelope each quarter.

Interim reports will be sent home mid-quarter with students who are having difficulty in a particular subject area. These reports must be signed by the parent and returned to the classroom teacher.

Parents are encouraged to consult with their child’s teacher at any time during the year with any questions or concerns.

Safety Patrol

Fifth Grade students have an opportunity to apply for a Safety Patrol position. Safety Patrol members are assigned positions to aid the safe arrival and dismissal of students.

School Day

8:50 a.m.	Students Enter Building
9:00 a.m.	First Bell
9:05 a.m.	Second Bell – The Day Begins
11:10 a.m. – 11:55 a.m.	Kindergarten Lunch and Recess
11:40 a.m. – 12:25 p.m.	Grade 1 Lunch and Recess
11:50 a.m. – 12:35 p.m.	Grade 2 Lunch and Recess
12:15 p.m. – 1:00 p.m.	Grade 4 Lunch and Recess
12:20 p.m. – 1:05 p.m.	Grade 3 Lunch and Recess
12:45 p.m. – 1:30 p.m.	Grade 5 Lunch and Recess
3:25 – 3:30 p.m.	Student Dismissal

School Service Opportunities

Peer Mediation is offered in Grades 3, 4 and 5. Students in Grade 5 have the opportunity to self-nominate for consideration in being a Student Council or a Safety Patrol member. All students in school are encouraged to take part in the many Student Council service projects such as food drives or collections to help various agencies.

School Song

Central Trail, the Cool School *Lyrics and Music by: Laryce Sasaki*

A school is more than bricks and win-dows, more than playgrounds and classrooms.-- School is a place where people care about you.-- There are teachers, counselors, cooks, and playground aides, Secretaries and the principal- Nurse- librarian- custodians, and parents, All- to help us learn- and who make-

School- is- cool,-- and Central Trail is our school.-- We are one big family,- and Central Trail is our school.--

We learn math and music,- science and writing,- Art- p.e.- and read,- read,- read!- And all about how people are really the same.-- As the country says, "United we stand!" - our school's united, too! And we are all proud each day- when we do- the best we can!-- And we'll make

School- is- cool,-- and Central Trail is our school.-- We are one big family,- and Central Trail is our school.--

No matter where we go, we'll remember-- Central Trail is our school.--

Student Council

Fifth grade students have an opportunity to work with and better understand the democratic process. Each classroom elects a student representative. These representatives meet monthly with Student Council advisors. The council will pick yearly projects and also will present a forum for ideas and suggestions from their classmates.

Telephone

The school telephone may be used by students who are given permission to do so. Children are allowed to bring cellular phones to school but they are to be kept in desk or book bag.

Textbooks and Workbooks

Textbooks are furnished by the school at no cost to the pupil and remain the property of the school. Books that are lost, damaged, or destroyed by a student will be paid for by the student. Parents pay workbook fees for consumable books. You will receive notice of the amount of the fee for each grade level at the beginning of the new school year.

Visitation

Parents are, of course, welcome at Central Trail Elementary. We ask that all visitors stop first in the school office to sign in and receive a visitor/parent pass. Appointments may be made to visit your child's classroom through the school office of the classroom teacher. Please do not disrupt a teacher who is responsible for teaching students.

Parents and younger siblings are invited to eat lunch with their child, but are not permitted to accompany children to recess.

Withdrawals

In the event a family plans to move our school, we appreciate notification of the impending move. Ask for a Request of Records form from the new school. The new school will forward the request to our office. At that time, your child's records will be sent to the new school.

Weather Delays/Cancellations

There are days when, due to fog, snow, ice, or other inclement weather, it is deemed unsafe to transport students on buses. School could be delayed or canceled on these days. Please tune in to major television and/or radio stations for an accurate list of delays or closings. The telephone number to check about school closings is 419-824-8696. You may also download the Sylvania Schools app onto your phone to receive occasional alerts and reminders.

Yearbook

Your child will have the opportunity to purchase a yearbook with photographs of students and activities. Order forms will be sent home in January or February of the school year.

